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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #6**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** December 7, 2012 *(K.L.G.) 12-7-12*

**SUBJECT:** **Clarification Regarding Reimbursement of Infant Meals and Providing Infant Formula and Age-Appropriate Infant Food (See Fiscal Year 2004, Operational Memo #15 and #20)**

Reimbursable meals for infants may contain either breast milk or iron-fortified formula, or both, supplied by the childcare caregiver or by the parent. The following information is being provided to clarify reimbursement of infant meals:

- For infants 0 through 3 months old, the child care centers, family day care homes, emergency shelters, and schools can claim reimbursement for meals containing parent-provided breast milk or infant formula served to the infant by facility staff.
- For infants 4 through 7 months old who are NOT developmentally ready for other foods, the child care centers, family day care homes, emergency shelters, and schools can claim reimbursement for meals containing parent provided breast milk or infant formula served to the infant by facility staff.
- For infants 4 through 7 months old who ARE developmentally ready for other foods and for infants ages 8 through 11 months, the child care centers, family day care homes, emergency shelters, and schools MUST provide *at least one* of the meal components in the minimum quantity specified in the appropriate infant meal pattern in order for the meal to be reimbursable.

Remember, meals must be served to the infant by the facility's caregiver to claim reimbursement. If a parent feeds the infant (breast milk, formula, and/or solid foods), those infant meals cannot be claimed for reimbursement.

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Each child care center, family day care home, emergency shelter, and school must offer to provide infant formula and age-appropriate infant foods for each infant in its care. The Child and Adult Care Food Program (CACFP) does not discriminate in any aspect of its delivery of program benefits. The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, sex and disability (FNS Instruction 113-1 III B).

Please select the type of infant formula that the center, family day care home, emergency shelter, and school will offer and advise parents of infants of the selection upon intake. Parents who choose to provide infant formula and/or age-appropriate infant food for their own infant **MUST** sign an **"Infant Formula/Food Sign-Off Statement,"** which declares that they are aware of the infant formula offered by the center but choose to voluntarily provide their infant's formula. The facility will be responsible for providing the formula selected by the facility for infants whose parents do not sign the "Infant Formula/Food Sign-Off Statement."

Attached is the "Infant Formula/Food Sign-Off Statement." All signed statements must be retained in the facility's files for audit purposes. Note that the child care center, family day care home, emergency shelter, and school must fill in the blank line on the form with the infant formula offered at the facility.

Additional "Infant Formula/Food Sign-Off Statement" forms can be accessed on the Michigan Department of Education's (MDE) Child and Adult Care Food Program's web page under the "Forms and Instructions" header, "Parent Forms" subheading at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp).

If you have questions regarding this memo, please contact CACFP at 517-373-7391.





Michigan Department of Education  
Child and Adult Care Food Program

## Formula/Food Sign-Off Statement

Dear Parent,

Your childcare center participates in the Child and Adult Care Food Program (CACFP). The CACFP is a child nutrition program of the United States Department of Agriculture (USDA). Childcare centers are reimbursed a meal rate to help with the cost of serving nutritious meals to enrolled children. The meals must meet CACFP meal pattern requirements for children and infants.

To meet CACFP requirements, this child care center offers formula and other required infant food to all enrolled infants. The iron-fortified infant formula(s) provided for infants until they turn one year of age is:

\_\_\_\_\_  
(Insert Name of Formula)

As the parent or guardian, you may decline the formula offered by the center and supply the infant's formula yourself. However, when your infant turns one year of age, the center will begin to provide milk and the other required food items to meet the meal pattern requirements for toddler-age children.

To assist us in your infant formula and food preferences, please complete the questions below by checking one item each in the formula and solid food sections.

### Please Check Your Preferences:

#### Formula or Breast Milk: (check up to two)

- ☐ I want the center to provide formula for my infant.
- ☐ I will bring iron-fortified infant formula for my infant.
- ☐ I will bring expressed breast milk for my infant.
- ☐ I will come to the center to breast feed my infant.

#### Solid Food: (check one)

- ☐ I want the center to provide solid food for my infant when s/he is developmentally ready for it.
- ☐ I will bring solid food for my infant when s/he is developmentally ready for it.

Infant's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Office of Civil Rights, 1400 Independence Avenue, SE, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

Rev. 12/2012